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Research and Analysis Branch
Office of Strategic Services

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Subject: Organisation and Administration of the Map Division.

Organization

The Map Division of the Branch of Research and Analysis is organized in three sections under the direction and supervision of a Chief and a Deputy Chief. The internal organization of each section is accomplished by division into units. The functions of the Map Division are divided among three sections, each representing a major field of map activity. These are: Cartography, Map Information and Topographic Models.

1. Cartography Section

The Cartography Section is divided into the Compilation Unit and the Construction Unit. The duties of the Compilation Unit are the compiling, checking, plotting and associated map-making functions, while the duties of the Construction Unit include design, layout, drafting, composing and associated duties.

2. Map Information Section

The Map Information Section is divided into the Research Unit and the Collection Unit. The Research Unit is charged with the duties of advising on and selecting maps, preparing indices, coverage lists, catalogues, etc. The Collection Unit, for administrative purposes, may be divided into the Distribution Sub-Unit, charged with the distribution of all maps or models obtained by the Map Information Section or produced by the Cartography or Topographic Models Section. The Reproduction Sub-Unit has as its duty the handling of all requests for reproduction of any kind. The Records Sub-Unit shall be responsible for maintaining complete records on all the activities of the three sections of the Map Division. All gifts or loans of maps or models are filed with the Records Sub-Unit. It is responsible for the maintenance of catalogues, keeping of map jackets, etc. The Library Sub-Unit has the responsibility of maintaining an adequate stock of maps and models produced by the Map Division. It is responsible for seeing that all maps either in microfilm form or on paper are catalogued, adequately stored and readily accessible.

3. Topographic Models Section

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The Topographic Models Section is divided into the Planning Unit and the Laboratory Unit. The Planning Unit is charged with the planning, compilation, layout, design and associated duties of the Topographic Models Section, while the Laboratory Unit is charged with the preparation of models from the data supplied by the Planning Unit.

It should be borne in mind that the Division operates as an entity, and the division of functions into sections and units is made for efficiency of total operations and for administrative purposes. Consequently it may be necessary from time to time to move personnel from one unit to another.

Administration

1. Line authority extends from the Division Chief, or the Deputy Chief as delegated, to the Section Chiefs to the Unit Chiefs. Line authority within the unit is delegated by the Unit Chief as approved by the Section Chief concerned. As a consequence the Unit Chiefs will normally direct the operations carried on within the sections. However, the Division Chief or the Deputy Chief stand ready at any time to discuss any of the problems which may arise with the personnel of the Division.

2. It may be necessary in an emergency to set aside for a short time the normal organization of the Division in order to focus the entire efforts of the group on one problem. In such cases, specific delegation of authority will be made by the Section Chief or the Unit Chief involved.

3. Officers and Supervisors of the Map Division:

a. Cartography Section - [REDACTED] Chief. 25X1A9a

25X1A9a 1) Compilation Unit - [REDACTED] Chief. 25X1A9a

25X1A9a [REDACTED] Senior Cartographer

25X1A9a [REDACTED] Senior Cartographer

25X1A9a [REDACTED] Senior Cartographer

25X1A9a [REDACTED] In charge, Theater Maps

[REDACTED] In charge, REF Group

2) Construction Unit - [REDACTED] Chief. 25X1A9a

25X1A9a [REDACTED] Design.

[REDACTED] Drafting & Composing.

b. Map Information Section - [REDACTED] Chief.

1) Research Unit - [REDACTED] Chief. 25X1A9a

25X1A9a

- 3 -

25X1A9a

2) Collection Unit - [REDACTED] Chief.

- 25X1A9a a) [REDACTED] - Reproduction
b) [REDACTED] - Records
c) [REDACTED] - Distribution
d) [REDACTED] - Library

c. Topographic Models Section -

- 1) Planning Unit -
2) Laboratory Unit -

25X1A9a

[REDACTED]
Chief, Map Division